CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: PKO700
Classification Specification: FIELD SUPERVISOR
Salary Range:TM 34
Position Description: Park Grounds, Nursery and Street Tree Maintenance Supervisor
Incumbent:
Location: Parks, Recreation, and Community Services Department – Parks and Open
Space Division

GENERAL PURPOSE:

Under the direction of the Parks and Open Space Superintendent or designee, incumbent plans, organizes, and coordinates the maintenance and operations of the park and facility grounds, open spaces, street trees, nursery, and assigned maintenance projects in the Parks and Open Space Division.

Work is characterized by skilled maintenance, administrative, supervisory, and clerical duties involved in the planning, directing, and coordination of a maintenance crew. Incumbent supervises maintenance activities and personnel; maintains accurate records and logs; trains, directs and supervises employees in the safe and efficient operation of all equipment used to complete work assignments; and assist in the performance of maintenance activities as needed. While actual duties of each Supervisor in this classification may vary from time to time, all Supervisors may be assigned to perform work in any or all areas.

Work is performed under limited supervision. The Superintendent sets the overall objectives and resources available. Incumbent and Superintendent work together to develop the deadlines, projects, and work to be completed. Incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and uses independent judgment. Incumbent keeps supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, and effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise the grounds, nursery, and street tree maintenance crews by planning, directing, and coordinating maintenance activities, schedules, and personnel.

Perform a variety of administrative and clerical tasks associated with supervisory responsibilities such as maintaining records, daily logs, and other related information; reviewing time sheets; prioritizing work orders; preparing crew reports regarding daily activities; analyze records to track costs and propose cost saving measures; and reporting information to Park and Open Space Superintendent. Plan and direct the maintenance crew's daily assignments by assigning and directing personnel; arranging use of machines, tools, equipment, materials, and supplies for the tasks planned; monitoring personnel performance and schedules; and assigning schedules and approving overtime, compensatory time, vacation, and sick leave use.

Act as consultant to other departments or personnel on ornamental horticulture issues, street trees, traffic visibility, and landscaping within divisional jurisdiction. Recommend amounts and varieties of plants for projects as appropriate.

Investigate and resolve customer complaints, pertaining to Parks and Open Space Division, grounds, open space, street tree and nursery section.

Perform supervisory responsibilities in accordance with the City's policies and procedures and applicable laws. Responsibilities include interviewing; making recommendations to hire; training employees; planning, assigning, directing, and evaluating work in progress and upon completion; appraising performance; recommending promotion and disciplinary actions; addressing complaints; resolving problems, and approving/scheduling sick leave and vacation time.

Correspond with Park and Open Space Superintendent to coordinate work schedules to assure jobs and projects are completely in accordance with established time lines.

Perform maintenance tasks at all levels as needed. Such tasks include, but are not limited to, collecting garbage; performing litter control; painting; construction; mowing, edging, pruning, weeding, spraying, and other grounds/landscape maintenance tasks; installing new equipment; performing minor repairs to equipment as needed; and operating a variety of machines, tools, and equipment as listed below for the daily completion of maintenance tasks assigned.

Maintain safe and clean shop area and work sites on a continual basis.

Assist in budget preparation; work closely within budget, monitoring expenditures and budget funds; provide cost estimates for budget regarding grounds, street tree and nursery programs and improvements.

Organize, develop, and monitor budget and program/procedures for street tree fee-in-lieu program.

Coordinate and develop noxious weed program.

Attend staff meetings to receive information needed for setting schedules.

Attend monthly shop and/or safety meetings.

Coordinate and perform maintenance work in support of special events such as Fun Run, Make a Difference Day, etc.

Develop and maintain annual work plans and performance measures with Parks and Open Space Superintendent, making adjustments and revisions throughout the year to reflect changing work loads; maintain files and records on field activities; monitor and track performance measurements.

Identify and pursue sources of outside funds, including: author and implement grants, coordinate fundraising ventures, and solicit sponsorships.

PERIPHERAL DUTIES:

Perform responsibilities of the Parks and Open Space Superintendent in absence, as required.

Perform responsibilities of other Field Supervisors in absence, as required.

May schedule overtime of Parks Maintenance staff and crews.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Principles, practices, standards, and technical aspects of parks maintenance and parks nursery systems.
- Landscape enhancement methods; and maintenance and rehabilitation of both new and established formal and informal landscapes.
- Plant biology/horticulture, landscaping, and/or forestry principles and practices.
- Signs or indicators of common plant diseases.
- Maintenance and rehabilitation of parks grounds.
- Principles and practices of supervision and training.

- Interpersonal skills using tact, patience, and courtesy.
- Chemicals, pesticides, insecticides, herbicides, and fungicides; sanitization and the appropriate uses, mixture, and application rates of each.
- Proper preventative plant and grounds care.
- Hazards and applicable safety precautions entailed in work activities.
- Methods, tools, equipment, and materials used in parks maintenance.
- Safety requirements and specifications of various types of vehicles and equipment.
- Minor mechanics to perform repairs on equipment used in parks maintenance and irrigation work.

- Vehicle/equipment fluid supply levels and test mechanisms.
- Principles and practices of governmental budgeting, accounting, and purchasing procedures and practices.
- Statistical record-keeping techniques.
- Correct usage of English grammar, spelling, punctuation, and vocabulary.
- Traffic control methods and procedures.
- Oral and written communications skills
- Interpersonal skills using tact, patience, and courtesy
- Municipal government policies, procedures and structure; applicable local, state and federal laws, codes, regulations and ordinances
- Research and analytical methods, practices, and procedures
- Modern office practices, procedures, and equipment including personal computers and related software such as word processing and spreadsheets programs

SKILLED IN:

- Performing maintenance tasks related to Parks Maintenance Division.
- Safe operation, maintenance, and general repairs of machines, tools, and equipment used in parks maintenance.
- Training, supervising, and motivating employees.
- Application of plant biology/horticulture, landscaping, and/or forestry principles and practices.
- Maintaining and rehabilitating parks grounds.
- Pruning, edging and mowing; painting; minor carpentry; and plumbing/irrigation repairs.
- Proper control of chemicals and spraying equipment.
- Effectively using interpersonal skills in a tactful, patient, and courteous manner.
- Effectively organizing and expressing ideas through oral and written communications

ABILITY TO:

- Monitor maintenance activities to assure efficient, safe, and effective working condition of City parks open spaces, facility grounds, and street trees.
- · Communicate effectively both orally and in writing.
- Read, interpret, apply, and explain documents such as safety rules, operating and maintenance instructions, policies, and procedure manuals.
- Perform heavy manual tasks for extended periods of time and during inclement weather conditions.
- Meet the physical requirements of the position.
- Analyze situations accurately and adopt an effective course of action.
- Work irregular work hours including evenings and weekends as required.
- Work independently with minimal supervision.

- Plan and organize work to meet schedules and time lines.
- Understand and accurately complete required paperwork.
- Use interpersonal skills effectively in a tactful, patient, and courteous manner.
- Establish and maintain effective working relationships with other employees and the public.
- Add, subtract, multiply, and divide; compute rate, ratio, proportion, percentage, area, circumference, distance, and volume; apply concepts of basic algebra and geometry.
- Apply common sense understanding to solve practical problems and deal with a variety of variables in situations where only limited standardization exists; and to interpret and follow a variety of instructions furnished in written, oral, diagram, sketch, or schedule form.
- Meet schedules and time lines
- Work independently with minimal direction
- Plan and organize work
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures
- Establish and maintain effective working relationships with other employees, supervisors, outside agencies, and the public
- Perform skilled tasks such as the reading of blueprints, maps, schematics and plans
- Make good observations, use initiative and resourcefulness in resolving system complications; deal with a variety of variables in situations where only limited standardization exists
- Understand and carry out moderately complex oral and written instructions
- Read, comprehend, analyze, write, apply and explain general business correspondence and journals, technical procedures, reports, policies, procedures, and regulations
- Effectively communicate orally, present information and respond to questions in one-on-one situations and from groups of managers, employees, and the general public

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

Education: High School diploma, or equivalent, supplemented by two (2) years of post

high school training or trade school in the operation, maintenance, and repair

in the field of parks maintenance or related field; and

Experience: Five (5) years experience in the operation, maintenance and repair in the

field of parks maintenance. At least one (1) of the five (5) years must include

experience in a supervisory capacity.

Or: In place of the above requirements, the incumbent may possess any

combination of relevant education and experience which would demonstrate

the individual's knowledge, skill and ability to perform the essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State Driver's license, or ability to obtain within 30 days
- Commercial Driver's License Class A or B with required endorsements as required
- Washington State Pesticide License: Law & Safety
- Valid Traffic Control Flagging Card
- Valid First Aid/CPR Card
- New employees must successfully pass the City's pre-employment driver's records check; successfully complete the City's Defensive Driving Course; and all employees must maintain an excellent driving record
- New employees must successfully pass the City's pre-employment substance abuse screening
- New employees must successfully pass the City's physical agility screening
- Ability to obtain the appropriate certificates as required by law, ordinances and department regulations in the area of work employed within 30 days.
- Subject to a Washington State Patrol background inquiry pursuant to RCW 43.43.832.

MACHINES, TOOLS AND EQUIPMENT USED:

Standard and specialized hand and power machines, tools and equipment used in recreation, grounds, and parks maintenance including but not limited to riding mowers, power mowers, edgers, weed-eaters, hedge-trimmers, pruners, trimmers, shovels, rakes, mops, brooms, debris blowers, backpack blowers, hammers, power aerators, top dressers, viber plates, rototillers, scrapers, stump grinders, cement mixers, chippers, power sweepers, turf vacuums, chemical sprayers, fertilizer spreaders, power chain and hand saws, drills, jackhammers, ditchwitches and a variety of specialized and small power and hand tools.

Motorized vehicles including but not limited to heavy trucks, dump trucks, bull dozers, loaders, tractors, graders, and heavy equipment. Required to operate and maintain assigned City vehicle, and travel from site to site several times each day.

Other equipment include hard hats, safety glasses or goggles, ear plugs or muffs, respirators, rubber or plastic gloves, rubber boots, pesticide and herbicide spraying equipment and chemical resistant clothing.

May use typical business office machinery and equipment including, but not limited to, personal computer, telephone, fax machine, copy machine, calculator, and typewriter.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use arms, hands and fingers to handle, feel, or operate objects, materials, tools, equipment or controls; reach with hands and arms; talk; and hear. The employee is frequently required to stand; walk; stoop, kneel, crouch, and crawl. The employee is occasionally required to sit; climb or balance; and smell.

The employee must regularly lift and/or move up to 30 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 80 pounds. May be required to lift and/or move 100 pounds or more with assistance.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in an outdoors environment. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts; high, precarious places; and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, hazardous materials, and vibration. The noise level in the work environment is usually loud.

Incumbent may also be required to work on weekends, evenings, and holidays; subject to rotating shifts and call back after normal work hours for emergency work. May be required to work alone during work hours and on emergency call outs after hours. May also be exposed to individuals who are irate or hostile.

exposed to individuals who are irate or hostile.	
SIGNATURES:	
OIOII/TI OILO.	

Position Description: Parks Nur	Page 9 of 9		
Incumbent's Signature	Date	Supervisor's Signature	Date
Approval:			
Department Director/Designee	 Date	Human Resources Director	Date

** Note:

This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.

Revised 7/14/09